



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
*Aging and Long-Term Support Administration*  
*PO Box 45600, Olympia, WA 98504-5600*

July 23, 2015

AL TSA: ALF 2015-015

**CHARACTER, COMPETENCY, AND SUITABILITY (CCS) DETERMINATION FORM**

Dear Assisted Living Facility Administrator and Interested Parties:

This is to provide notification that a new tool is now available for you to record character, competency, and suitability (CCS) reviews related to background checks with non-disqualifying information that appear on the results in accordance with [WAC 388-78A-2461 - Background Checks-General](#). A link to the CCS Determination Form (DSHS 15-456) is available on the AL TSA website at <https://www.dshs.wa.gov/altsa/residential-care-services/residential-care-services>.

A CCS determination is required whenever an individual has the following that appear on a background check result that is non-disqualifying: convictions(s), pending charge(s), and/or negative action(s). In addition, a CCS may be completed when there are concerns about an individual related to the health and safety or other risk to the resident.

The CCS form includes instructions assist you in completing each section of the form. Documentation received from the applicant/employee, the Background Check Central Unit (BCCU), the Department of Health source information at the following website <https://fortress.wa.gov/doh/providercredentialsearch/SearchCriteria.aspx>, the signed disclosure statement from the applicant, plus any other additional resources can be attached to this form.

A CCS determination cannot be used when the applicant/employee has automatically disqualifying convictions, pending charges or negative actions. The use of this form is not mandated by RCS regulations.

If you have any questions, please contact Jeanette Childress, ALF Policy Program Manager, at (360) 725-2591 or by email [jeanette.childress@dshs.wa.gov](mailto:jeanette.childress@dshs.wa.gov).

Sincerely,

Kathy Morgan, Interim Director  
Residential Care Services

*"Transforming Lives"*